

25 June 1971

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Records Management Program, Semi-Annual
Report of Intelligence Directorate

1. The mission and functions of the Intelligence Directorate result in the production of vast quantities of records, including paper, cards, tapes, photographs and microfilm. There are seldom any records management problems encountered in the dissemination and use of Directorate products, but the storage and maintenance of retired records will continue to be a matter of major concern, a matter requiring continual attention in order to prevent another build-up of records [REDACTED]

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2. In January 1971, the Intelligence Directorate achieved its goal of 50 per cent reduction of retired records in accordance with requirements of the records "purge". Since then, records management efforts have been addressed to maintaining or, in fact reducing further the level of retired records holdings [REDACTED]

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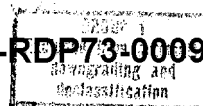
3. The Records Control Schedule is our best tool in the control of retired records. We are continuing to review certain schedules to be sure that assessment and classification of records, (i.e.: temporary or permanent) are accurate, to reduce holding time [REDACTED] when possible and practical, and to destroy active office records rather than retire them, when their operational usefulness ends.

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4. In support of improved records control schedules, a committee has been formed for the development of a Directorate Permanent Retention plan. The committee is made up of two DDI members and two from the Agency Records Management Staff. Guides for use by component Records Management officers are being prepared, and preliminary meetings have been held with DCS.

5. Finally, other efforts to hold down the production of bulky records are under way or under consideration. DCS is continuing successfully the microfilming of source jackets,

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and is considering the substitution of tapes for bulky inactive machine-runs which are in storage [REDACTED] is reviewing the practicality of using available microfilm in place of hard copy material now in storage. CRS, most-experienced in the use of microforms of all Directorate components, continues to search for wider use of microfilm.

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Records Administration Officer/DDI

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